

OTE 86-1057

30 December 1986

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Office of Training and Education's Role
in an Agency Applicant Processing Center

1. The Office of Training and Education (OTE) has been a participant in the examination of the need for and functions to be performed in an Applicant Processing Center. It is our conclusion that training for applicants during the applicant processing phase is not appropriate. Our experience has been that training given well in advance of the individual actually needing the skill or information is highly perishable. Additionally, training, unless essential during this phase, would unnecessarily complicate a process which is largely being modified in order to simplify it. However, we very much need to do two things during the applicant processing phase:

one--provide for language testing for some applicants, and

two--provide to all applicants a professional and sharp orientation to CIA and the intelligence profession.

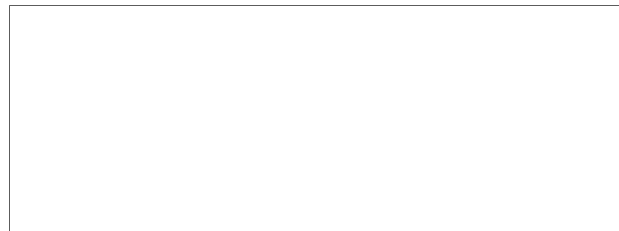
2. During applicant processing a substantial number of applicants, on the order of 15 to 20 per week, need to be tested for language skills, both reading and oral proficiency. This would require quiet, dedicated testing space for three to four people three hours per day in the Center. Additionally, two dedicated phones--secure, if possible--should be made available for oral proficiency testing. This system has been effectively employed in the past and would save the time of the tester who is also an instructor committed to other classroom activities. Space for reading proficiency could be shared with other testing activities if suitable arrangements and scheduling could be worked out--otherwise, a small, quiet room 20' x 30' will be required.

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3. Also, we see some utility in having in an Applicant Processing Center an orientation room where unclassified materials on Agency organization, missions, benefits, compensation system, retirement system, training opportunities, etc., would be available to the applicant to further inform them on specific issues of interest to the individual. This might take a variety of forms, including video, computer-based information or brochures. We want to undertake this initiative in coordination with the Offices of Personnel, Medical Services, and Security.

4. While not specifically a part of the Applicant Processing Center, we see some need for additional EOD orientation training. A one-day program associated with EOD processing would be very beneficial. This one day would be comprised of an abbreviated Introduction to CIA. In concept it would provide the new EOD with some "survival" information about the Agency. This program would be given weekly to all new EODs with the anticipation that they would still take the full ITCIA, AOOB or CT course at a specifically designated later date. Each new EOD should be pre-enrolled in the appropriate course. In conversation with the Deputy Director of Personnel for Employment, it was envisioned that this training would take place away from the Applicant Processing Center. Having it elsewhere further reduces the possibility for confusion at the Center which should remain strictly dedicated to applicants.

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